

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1714

FLSA: Non-Exempt

CLASSIFICATION TITLE: GRAPHIC SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to produce graphic and artistic products which help officials, community leaders and the general public to understand complex planning information. translates abstract ideas and communicates these ideas pictorially; operates complex computer hardware and software to prepare brochures, reports, artwork and other documents; develops artwork for other departments and agencies within the city and county.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Operates equipment which includes computer, scanner, color printer, photo equipment, blue print machine, and other equipment utilized in the daily development of computerized artwork and presentations.

Performs desktop publishing functions to produce reports, public relations packets, brochures, artwork and other documents used by the department and other divisions and agencies.

Produces newsletter for assigned division; reviews for accuracy; incorporates meaningful and important information into newsletter for employee and public information; oversees printing of newsletter and distribution.

Develops artwork for other departments and agencies within the city and county; designs logos; draws various charts and illustrations.

Creates renderings for architectural and landscape studies using computer simulation; reviews ideas with supervisor and/or other staff; draws large wall maps.

Uses design and layout skills to prepare visually pleasing slides and slideshow presentations for staff and agencies; reviews ideas and provides experience and

expertise to design creative ways to present complex information and new ideas; photographs various subjects and incorporates into presentations.

Prepares digital art for signs and banners used by the City; ensures print production of colors and layout is accordance with City guidelines and specifications.

Works with commercial printers and service bureaus in preparation of artwork and printed materials; prepares digital files and detailed specifications for print jobs; ensures specifications are followed by vendor.

Maintains departmental files on computerized databases; ensures accuracy and integrity of information and data; keeps inventory of project files; purges old information and projects.

Schedules design projects; monitors progress of project tasks to ensure deadlines are kept; assists assigned staff in meeting project requirements and deadlines.

Orders new computer equipment; sets-up equipment; ensures proper maintenance and care of all city-owned equipment; reports malfunctions to appropriate individual.

Sets-up audio visual equipment for meetings; attends meetings.

Maintains supply inventory; orders new supplies.

Attends training courses, seminars, workshops, and other employee development classes to keep apprised of changes and industry trends.

Oversees the assignment and use of city-owned automobiles utilized by the division.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in computer desktop publishing or related computer field; supplemented by one (1) to two (2) years previous experience and/or training involving graphic arts, desktop publishing design, printing trade work, typography, or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.